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6 August 1970

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MEMORANDUM FOR:

SUBJECT : Proposed Work Assignments

1. I did not reach you before you went on leave, as I said that I would, to discuss with you the types of work assignments I have in mind when you return to the Center.

2. As I discussed with you on the phone, there are no existing vacancies at your grade level within the Center and I do not plan to interrupt the existing managerial structure. Until an opening does occur, either here or at Headquarters, I would like to use you as a senior staff assistant reporting directly to me, working on comprehensive and long-range staffing problems.

3. One problem that I wish you to attack is what to do with the MIS. I have been briefed several times on the MIS and it seems to me that the system as presently configured is costly, cumbersome, and in need of revision. I am bothered by a concept whereby every Center employee must fill out time accounting sheets on a daily or weekly basis. I know there is a recognized need for management data at various levels within the Center and I am looking for proposals that will simplify the existing system, be timely in its response, and be more reflective of data needed to make managerial decisions.

4. A second problem that may be somewhat more difficult because of the lack of definitive data is the problem of planning for a new building or a new location for the Center. As you no doubt are aware, the Agency is developing a near real time system. Although a final commitment has not been made for the development of such a system, planning and development are well underway in the DDS&T. NPIC's role in this new system is in the process of being defined. No decisions have been made where the processing site will be located, but it is a good bet that it will be in or near the Washington area and probably near or close to Langley. I would like you to develop a format for NPIC's future housing needs -- a detailed format which will serve for dealing with architects, Logistics, etc.

DDR-DUPE

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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